

S  
647.94  
H2h

Mar 22 1974

5-50

00000415

# **HOTELS, MOTELS AND TOURIST HOMES**

**RULE NO. MAC 16-2.14 (2) - S14150**

## **MONTANA STATE DEPARTMENT OF HEALTH and ENVIRONMENTAL SCIENCES**

**Environmental Sciences Division**

**FOOD and CONSUMER SAFETY BUREAU**

**Helena, Montana**

Montana State Library



3 0864 1006 5531 8

## TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
I. LEGAL AUTHORITY	1
A. Control and Regulation	
B. Delegated Authority	
C. Other Businesses	
II. DEFINITIONS	1
A. Hotel or Motel	
B. Tourist Home	
C. Guest Room or Unit	
D. Employee	
E. License	
F. Person	2
G. Board	
H. Executive Officer	
I. Department	
J. Guest	
K. Health Authority	
L. Sanitarian	
M. Fixtures	
N. Floors	
O. Bedding	
P. Furnishings	
Q. Plain Unit	
III. PLANS AND SPECIFICATIONS	2
A. General	
B. Working Drawings	3
IV. LICENSE REQUIRED - CANCELLATION - DENIAL	3
V. REGISTRATION OF GUESTS	4
VI. PHYSICAL REQUIREMENTS	4
A. Basic Structure	
B. Floors	
C. Walls, Ceilings, Attached Equipment	
D. Spacing and Physical Facilities	
E. Doors - Windows	5
F. Lighting - Wiring	
G. Heating and Ventilation	
H. Toilet - Bathing - Lavatories	6
I. Water Supply and Ice	7
J. Utensils	8
K. Bedding - Furniture - Furnishings	
L. Laundries	9
M. Utilities, Custodial and Linen	10
N. Swimming Pools	
O. Fire Safety Requirements	11
P. Disease Control	13
Q. Toxic Materials	14
R. Accidents and Hazards	
S. Elevators, Escalators, Dumbwaiters	15
T. Refuse Handling	



# INDEX

<u>Item</u>	<u>Page</u>	<u>Section</u>
Accidents	14	R. 1
Air Flow Control	9	L. 4
Authority Extended	1	B
Authority for Regulations	1	A
Bathing (see "Toilets...")		
Bedding	10	M. 5
Bedding--Furniture--Furnishings	8, 9	K. 1-5
Businesses (Other)	1	C
Carbon Monoxide	5	G
Ceilings	4	VI. C
Cleaners--Cleaning Agents	10	M.
Closets (Linen)	4, 9	D. 4, K. 5
Codes	3	III. A. 2
Cross Connections	7	I. 8
Custodial (See "Utilities")		
Definitions	1, 2	
Disease Control	13, 14	P. 1-4
Disinfection (Rooms)	14	P. 4
Doors (Shower Room)	7	H. 4
Doors--Windows	5	E.
Dumbwaiters (See "Elevators")		
Electrical	5, 14	F. 2, F. 3, R. 1
Elevators--Escalators--Dumbwaiters	14, 15	R.1, S. 1-7
Explosives	13	O. 9
Extinguishers (Fire)	13	O. 7
Fire Escapes	4, 5, 14	D. 3, E. 3,5, R. 1
Fire Marshal (State, Local)	3	B
Fire Protection	11-13, 4, 5,	O. 1-5, D.2, 3.,
	7	E. 2-5, I. 6.
Fixtures	2, 6, 13	M., H., P.1
Flammables	13, 14	O. 9, R. 1
Floors	4, 14	B., R. 1
Food	13, 14	P. 1
Furnishings	6, 7, 9	H., K. 5
Guest	2	J
Guest Room	1	C
Halls, Lobbies, Closets, Stairways	4	VI., B
Hazards (See "Accidents")		
Health Authority	1, 2	B, K
Heating	5, 6	G

# INDEX

<u>Item</u>	<u>Page</u>	<u>Section</u>
Ice (See "Water...")		
Industrial Accident Board	1, 14	B, R
Insecticides	14	Q. 1, 2
Inspectors (Building, Plumbing, Electrical)	1	
Laundries	9	L
Lavatories (See "Toilets...")		
License Required	3, 4	IV
Lighting	5	E. 5, F. 1
Linens	8, 9	K. 2, L. 2
Locks	5	E. 7
Plans --Specifications --Approval	2, 3	A, B
Register (Maintaining of)	4	V
Showers (See "Toilets")		
Signs (Exit)	5	E. 3
Spacing	4, 5	D. 1, D. 6
Sprinklers	9, 11	L. 7, O. 1(a&d)
Storage (Flammables)	13	O. 9
Structure (Basic)	4	VI., A
Swimming Pools	10, 11, 14	N. 1, R. 1
Toilets--Bathing--Lavatories	6, 7, 10	H. 1-7, M. 4, 6, 8
Toilet Tissue	7	H. 3
Toxic Materials	14	Q., R. 1
Unit--Guest Room	1	C
Unit--Plain	2	Q
Utensils (washing of)	8	J. 1-4
Utilities--Custodial	10	M. 1-10
Ventilation	5,6	G.
Walls--Ceilings	4	W., C
Water--Ice	7, 8, 13	I., P.1
Windows	5	E. 6
Wiring	4, 5	F., VI. A, F.

I. LEGAL AUTHORITY (Sections 34-301 - 34-310, R.C.M., 1947)

A. Control and Regulation of Establishments Required by Public Interest.

It is hereby found and declared that the public welfare requires control and regulation of the operation of establishments providing transient lodging space and/or accommodations, as defined in section 2 (34-302) hereof, and the control, inspection, and regulation of persons engaged therein, in order to prevent or eliminate insanitary and unhealthful conditions and practices, which conditions and practices may endanger public health. It is further found and declared that the regulation of establishments providing transient lodging space and/or accommodations as above outlined is in the interest of social well-being and the health and safety of the state and all of its people.

B. Delegated Authority Extended.

Under authority of Section 34-307, R. C. M., 1947, the state and local fire marshal, the health authority, Industrial Accident Board inspectors and state and/or local building, plumbing, and electrical inspectors are hereby authorized to make inspections of hotels, motels, and tourist homes for the purpose of controlling or eliminating insanitary, dangerous and unhealthful conditions and practices which may jeopardize public health.

C. Other Businesses

When hotels, motels and tourist homes are located in a building shared with other businesses, those areas occupied by other businesses shall not adversely affect the health and safety of the occupants. All safeguards prescribed in the codes noted on page 3 for new construction shall apply to the entire building.

II. DEFINITIONS (FOR EXISTING AND NEW ESTABLISHMENTS)

- A. "Hotel" or "Motel" shall mean and include any building or structure kept, used, or maintained as or advertised as, or held out to the public as a hotel, motel, inn, motor court, tourist court, public lodging house or place where sleeping accommodations are furnished for a fee to transient guests with or without meals.
- B. "Tourist Home" means any establishment or premises where sleeping accommodations are furnished to transient guests for hire or rent on a daily or weekly rental basis in a private home when such accommodations are offered for hire or rent for the use of the traveling public.
- C. "Guest Room" or "Unit" means any room for occupancy, meetings, display, conference or dining and shall include all other rooms integral to the hotel, motel or tourist home unit. In the case of a central toilet and/or shower room, the term "guest room" or "unit" shall also apply.
- D. "Employee" shall mean and include owner, management, operator, custodian, maid, porter, steward, and any other employed by the management.
- E. "License" shall mean a written instrument issued by the Department authorizing the operation of a hotel, motel or tourist home as stipulated under Section 34-303 and 34-304, R.C.M., 1947.

- F. "Person" includes any individual, partnership, corporation, association, county, municipality, co-operative group, or other entity engaged in the business of operating or owning or offering the services of a hotel, motel or tourist home.
- G. "Board" as used in this regulation shall mean the State Board of Health of the State of Montana.
- H. "Executive Officer" shall mean the executive officer of the State Department of Health.
- I. "Department" shall mean the State Department of Health.
- J. "Guest" shall mean each occupant of any unit or any hotel, motel, tourist home or related establishment included in the definition of a hotel, motel or tourist home contained herein.
- K. "Health authority" shall mean the State Department of Health, local health officer, local sanitarian or other authorized representative.
- L. "Sanitarian" shall mean the person who is qualified under Chapter 34, R.C.M., 1947, Session Laws, 1959 and represents the health officer.
- M. "Fixtures" shall mean showers, bath tubs, toilet, toilet seats, urinals, lavatories, kitchen sinks, janitor or custodial sinks, utensil wash sinks, and all exposed plumbing integral to them.
- N. "Floors" shall include sub-flooring and floor coverings of all rooms including stairways, hallways and lobbies.
- O. "Bedding" shall mean and include mattresses, box springs, mattress covers, mattress pads, sheets, pillow slips, pillows, pillow covers, blankets, comforters, quilts and bedspreads.
- P. "Furnishings" shall mean cups, glasses, pitchers, utensils, draperies, curtains, blinds, light fixtures, lamps and lamp shades, chairs, tables, desks, shelves, books, magazines, bookcases, dressers, bedsteads, mattress springs other than box springs, towels, wash cloths, soap, toilet tissue, radios, television, coffee makers, water heaters, pictures, mirrors, cabinets, closets, and refrigerators but not limited thereto.
- Q. "Plain Unit" shall mean a unit which is not equipped with a toilet, bathing facility or a lavatory.

### III. PLANS AND SPECIFICATIONS (FOR NEW AND EXTENSIVELY REMODELED)

#### A. General

- 1. Plans for new construction or for addition or alterations to existing hotels, motels or tourist homes shall be submitted before construction is begun to the State Department of Health for review and approval. Plans shall consist of working drawings and construction specifications.

2. Compliance with the following codes and regulations is required for new and extensively remodeled hotels, motels, and tourist homes unless equivalent codes are in effect at the local level:

- a. Montana Electrical Code
- b. Montana Plumbing Code
- c. Regulations for Food Service Establishments, Montana State Department of Health
- d. Uniform Building Code or the National Building Code
- e. Code of the American Concrete Institute
- f. Code of the American Institute for Steel Constructors
- g. American Safety Codes for Elevators, Dumbwaiters and Escalators
- h. National Fire Protection Association Code #101

**B. Working Drawings**

1. Working drawings shall be approved by:
  - a. Montana State Department of Health
  - b. Montana State Fire Marshal
2. Working drawings and specifications shall be well prepared so that clear distinct prints may be presented. Accurate dimensions including all necessary explanatory notes, schedules and legends shall be included.
3. Working drawings and specifications shall be complete and adequate for contract purpose. Separate drawings shall be prepared for each of the following branches of work: architectural, mechanical and electrical.
4. In areas that are not subject to local or state zoning, housing and building codes shall be used as guides insofar as such recommendations are not in conflict with the standards set forth herein.
5. Approval or disapproval of the plans and specifications shall be made based upon the codes and regulations listed under III., A., 2.
6. Construction shall not commence until all plans have been approved by those agencies listed under 8.1 above.
7. Construction shall be in accordance with the plans as approved unless permission is granted by the Department to make changes.

**IV. LICENSE REQUIRED--CANCELLATION--DENIAL**

Each year beginning on January 1, each person engaged in the business of conducting or operating a hotel, motel, or tourist home as defined under Section 2 (#34-302) shall procure a license issued by the Department. Applicants for license shall indicate on the application the type or types of business to be conducted. Only one license shall be required for all types of business, provided that each is located on the same premises and under the same management. (*Foregoing sentence "all types of business" refers only to hotel, motel, or tourist home*) Licenses shall be issued upon receipt of a \$5.00 fee as a matter of right unless conditions exist which according to the health authority are grounds for cancellation or denial under Section 34-305.

Cancellation or denial of license shall be subject to the right of each applicant to a hearing and judicial review as set forth. License fees shall be deposited to the credit of the general fund.

Each license shall expire on December 31 of the year in which issued, unless cancelled under Section 34-305, R.C.M., 1947.

V. REGISTRATION OF GUESTS

The operator of any hotel, motel, or tourist home shall maintain a legible register or guest registration cards for all guests including names, complete home addresses and unit to which assigned.

VI. PHYSICAL REQUIREMENTS

A. Basic Structure

All hotels, motels and tourist homes shall be maintained in a structurally and operationally safe and sound condition and free of obvious defects which may affect the health and safety of the occupants: This requirement shall apply especially to the floors, walls, ceilings, supporting members, electrical circuitry, fire protection, and heating plants. Such buildings shall be maintained so as to prevent insanitary and unhealthful conditions.

B. Floors

The floors of all guest rooms, halls, and lobbies, closets, and stairways shall be easily cleanable and they shall be kept clean and in good repair.

C. Walls, Ceilings, and Attached Equipment

The walls, ceilings and equipment such as light fixtures, shelves, or anything attached to them shall be easily cleanable and kept clean and in good repair.

D. Spacing and Physical Facilities

1. No beds, cots, bunks or other furniture shall be allowed in any unit which will restrict the flow of traffic through the room.
2. Each hallway or corridor serving guests which allows entry to or exit from the units shall allow easy egress in emergency situations. Each hallway shall open to at least two fire escapes located remote from each other.
3. Stairways and fire escapes shall be of sufficient width to allow easy egress in emergency situations, but in no event shall they be less than 22 inches in width.
4. Each hotel, motel, or tourist home shall be provided with a minimum of one linen room sufficient in size for storage of clean linen, blankets, other bedding, soap, towels, wash cloths and other furnishings.

5. Each hotel, motel, and tourist home shall provide convenient, adequate custodial or utility facilities.
6. Adequate space shall be provided between beds so as to allow proper cleaning.

E. Doors--Windows

1. All doors shall open to at least 90° without obstruction.
2. All doors shall be of sufficient width to allow easy egress in emergency situations.
3. All fire exit doors shall be outward opening and be equipped with panic hardware which can always be opened from the inside without special knowledge or equipment. This shall apply only to areas with occupant loads of over 50. All fire exits are to be provided with an illuminated exit sign. Where exits cannot be seen from every point in the hallway, illuminated signs pointing to the nearest exit shall be provided.
4. All doors including transparent or translucent types shall be made of safe materials. This requirement shall also apply to shower stalls and bath tub enclosures.
5. All fire escape doors shall be provided with a lighted exit sign which shall be lighted at all times.
6. All living and sleeping rooms shall be equipped with windows or other mechanical facilities which will provide adequate ventilation.
7. Unit doors shall be provided with locks to assure the privacy of the occupants.

F. Lighting--Wiring

1. All rooms, including fire escapes, in hotels, motels, and tourist homes shall be provided with enough non-glare lighting so as to provide a minimum of 10 foot-candles on all surfaces except those used for reading, shaving, or application of cosmetics. For these areas, a minimum of twenty (20) foot candles is required.
2. Replacements, additions to, or alterations of the existing wiring or circuitry shall be in conformity with the Montana Electrical Code.
3. Electrical outlets, receptacles, switches, etc., shall be installed and located so as to be safe. This shall apply especially to their location out-of-reach while using a shower or bath.

G. Heating and Ventilation

Gas and other fuel burning heating devices give off harmful by-products of combustion, while serving as sources of intense heat. If combustion products are not safely exhausted from such heaters, illness or death could result from exposure in a room. If heat is not safely dissipated, such heaters could be the cause of serious fires, thereby endangering the lives

of building occupants. It shall, therefore, be the purpose and intent of this regulation that all heaters be so designed and installed so as to safely contain heat and prevent the escape of harmful by-products of combustion. It is also the intent of this regulation that all guest rooms be provided with adequate ventilation so as to prevent the accumulation of odors.

1. All fuel burning heaters, including water heaters and individual room heaters used in hotels, motels and tourist homes shall be so designed that all products of combustion are collected within the heating unit and are effectively vented only to the outside air.
2. Such heating devices shall be equipped with an approved down-draft diverter and wind and rain cap.
3. An automatic 100 percent safety cut-off pilot is, in addition, to be used on all gas fired type heaters; provided that this item shall not be construed as precluding gas heaters with equally effective safety devices, all of which equal or exceed the specifications of the National Board of Fire Underwriters and are approved by the local or state fire prevention authorities.
4. Flues shall be installed as near to vertical as possible. Lateral installation of heater exhaust vents, where necessary, shall be sloped continuously upward in the downstream direction not less than 1/4 inch per foot, and shall not exceed 75 percent of the vertical heights of the vent.
5. All vent stacks shall be kept clean and free of carbon and combustion by-products and have no obstructions.
6. All bath and toilet rooms shall be provided adequate ventilation to provide a comfortable atmosphere.
7. All central heating plant rooms shall have one hour fire resistive ceilings, walls, and doors.
8. Deodorizers and odor masking agents in rooms with fuel burning heaters are prohibited.

#### H. Toilet--Bathing--Lavatories

1. Every hotel, motel and tourist home shall provide a safe, adequate central toilet, lavatory and bathing facilities for each sex unless toilets, lavatories, and bathing facilities are provided in each unit. These facilities shall include hot water at a maximum of 120°F. unless a mixing faucet is provided and cold running water under pressure, soap, wash cloths, toilet tissue, individual clean towels, or other approved drying facilities.
2. Toilets, lavatories, and bathing fixtures and rooms shall be kept clean, sanitary, and in good repair.

3. Toilet tissue is to be provided and conveniently located in all toilet rooms. Covered waste receptacles shall be provided in all public and central toilet rooms for women.
4. All bathing facilities are to be provided with anti-slip devices unless the facilities are so designed and constructed so as to prevent slipping. Shower rooms or other enclosures, if provided with a door, shall be installed so that the door opens outward from the shower; sliding doors shall be acceptable.
5. Central toilet, bathing and lavatory facilities shall be provided at the ratio of one each for each ten guests or fraction thereof for each sex.
6. Soap is not to be left for use by subsequent guests.
7. Strips or bands using the word "sanitized" or conveying a similar meaning placed on toilet seats may be used only when the toilet seat, stool and water tank have been subjected to a sanitizing process approved by the health authority.

#### I. Water Supply and Ice

1. The water supply shall be of adequate and of a safe and sanitary quality approved by the State Department of Health.
2. Water shall be supplied at a fairly constant service pressure of not less than 8 psi except for direct flush valves which shall not be less than 15 psi.
3. Safe and unsafe water supplies shall not be cross connected. Municipal and private supplies shall not be cross connected.
4. When municipal water supplies are easily available, connections shall be made thereto.
5. No well casing shall terminate in any pit or space extending below ground level. All well casings shall be properly sealed and shall terminate above the ground level by at least 1 foot and by at least 6 inches above the well house floor. All casings shall be surrounded by a concrete floor or collar extending at least 3 feet in all directions and shall slope away from the casing.
6. Private water supplies when used shall have separate wiring to pumps and shall be protected from fire and other physical hazards so that water will always be available for fire fighting.
7. Ice shall be made from an approved water supply and shall be manufactured, stored, handled, transported and/or served in a manner approved by the health authority.
8. All water waste drain lines including ice storage bins shall not be connected directly to nor submerged in any trap, drain, receptacle sink or sewer which discharges waste nor to any other source of contamination.

9. All water heaters shall be equipped with safe and effective pressure relief valves.

J. Utensils

The cleaning of food, drink and mouth contact utensils in establishments providing sleeping accommodations has been subject to much abuse. Utensils in the past have been washed by the housekeeping staff using bar soap and hands which have been soiled by cleaning floors, walls, showers, toilets, etc. It is, therefore, the intent and purpose of this regulation that unless single service utensils are provided, and properly stored, handled and dispensed that all such multi-service utensils be washed and sanitized in an approved manner so as to protect the health and safety of the occupant.

1. Under no circumstances are glasses, pitchers, and other utensils to be washed and/or sanitized in any lavatory, bathroom, janitor room, custodial sink, or any other such room used for other purposes or by guests. Proper facilities for washing, rinsing, and sanitizing glasses, pitchers, and other utensils used for guest room use shall be provided.
2. The methods prescribed in Section D of the Regulation for Food Service Establishments of the Department shall serve as the basis for washing, rinsing, and sanitizing.
3. Utensils shall be inserted rim down into the single service wrapper or sack so that the fingers do not touch the food or mouth contact surfaces during the wrapping, sacking or removal.
4. In absence of approved washing facilities, single service articles shall be used, stored, handled and dispensed in a manner approved by the health authority. Single service utensils are recommended in all units rather than multi-service utensils.

K. Bedding--Furniture--Furnishings

Guest room articles have been shown to be the cause of spread of infections, especially of the skin and upper respiratory system. It therefore is the intent and purpose of this regulation that cleaning practices and frequencies be used which will minimize the possibility of contamination and infection.

1. All hotels, motels, and tourist homes shall provide a bed, bunk, or cot for the use of guests with a mattress, mattress pad or covering or a water-proof plastic covering, pillow, pillow slip, and bottom and top sheets and blankets or comforter and bedspread.
2. Bottom sheets shall be of such dimension so as to be able to be tucked under the mattress on both sides and both ends. Top sheets shall be of such size so as to be able to be folded over the blanket by at least 4 inches.
3. The use of bedding, privately owned by the occupant, is not recommended.
4. All bedding is to be kept clean and in good repair. Clean bed linens, towels and wash cloths are to be furnished each guest. Clean bed linens for each guest are to be provided not less often than weekly.

Clean wash cloths and towels are to be provided each guest daily. Soiled linens, wash cloths and/or towels are not to be left in units for subsequent guests.

5. All furnishings such as chairs, mattresses, blankets, pillows, comforters, quilts, pads, blinds, curtains, carpets, rugs, lamps and lamp shades, radios, pictures, television sets, dressers, closets, shelves, drawers, waste baskets and cabinets shall be kept clean and in good repair.

#### L. Laundries

Improperly laundering, handling, storing, and/or transporting of bed linens can cause contamination of the clean laundered materials despite the fact that bleach type germicides are employed. Contaminated washables can cause infections, especially to the skin and upper respiratory system. It is, therefore, the intent and purpose of this regulation that all safeguards be employed to minimize contamination.

1. Laundries, when operated in conjunction with hotels, motels, and tourist homes shall be provided with adequate facilities. Equipment shall be installed in accordance with all local, state and national codes pertaining to the proper installation of such equipment.
2. All bed linens shall be subjected to an effective germicidal process by:
  - a. Ironing at temperatures not less than 300<sup>0</sup> F. or
  - b. chemicals or
  - c. any other effective method which is approved by the health authority.
3. Facilities for handling and sorting clean and soiled laundry shall be provided so as to minimize cross contamination from the soiled to the clean.
4. Handwashing facilities shall be provided in the laundry room clean area.
5. Air flow control shall be designed so that air flows from the clean area to the soiled. When physical separation between clean and soiled areas is employed, the clean area should be under greater pressure than the soiled area.
6. Clothes or laundry chute doors are to be self-closing. Bagging and tying soiled bedding and other materials and transporting by cart to the laundry is preferred over the use of chutes.
7. The upper end of the chute shall be equipped with a sprinkler head in buildings with more than one story. Such openings shall be protected against entrance of animals, insects, water, snow, and other foreign matter. Chutes shall be 1 hour fire resistive.

#### M. Utilities, Custodial and Linen

1. Each hotel, motel or tourist home shall provide effective daily custodial services.
2. Each custodial or utility room shall be kept clean, ventilated and free from odors.
3. Mop heads, when used, are to be changed daily using laundered replacements.
4. Toilets, bath tubs, lavatories and showers are expressly forbidden to be used for washing and rinsing of mops, brooms, brushes, or any other cleaning devices.
5. The transporting, handling and storage of clean bedding is to be done in such a manner so as to preclude contamination by soiled bedding or from other sources.
6. Cleaners used in cleaning bath tubs, showers, lavatories, urinals, toilet bowls and seats, and floors should be of a type which are not only cleaners, but contain effective fungicides and/or germicides designed to do a specific job.
7. The use of deodorizers and odor masking agents is prohibited, unless the room in which used is clean to sight and touch.
8. Cleaning devices shall be kept separate and used only for designated purposes. Toilet bowl brushes, mops, sponges, etc., shall be used only for cleaning toilet bowls and urinals. Cleaning devices used for showers and bath tubs shall be used for no other purposes. Lavatory cleaning devices shall be used only for lavatories. The above shall not apply to multi-purpose cleaning aids (detergents, sanitizers, germicides, etc.).
9. Dry dust mops and dry dust cloths for cleaning purposes are prohibited. Dusting and cleaning shall be accomplished using treated mops, wet mops, treated cloths, and moist cloths or other means approved by the health authority which will not serve to spread soil from one place to another.
10. All hotels, motels, and tourist homes shall be kept free of insects.

#### N. Swimming Pools

1. The construction and operation of any swimming pool, hot bath, mineral bath, or public swimming place in connection with any hotel or motel or tourist home shall be in accordance with Section 69-5501 to 69-5511, R.C.M., 1947 and Montana State Department of Health Regulation 107. Minimum requirements for their design, construction, operation and maintenance shall be set forth in plans submitted to the Montana State Department of Health and approved prior to construction.

0. Fire Safety Requirements

1. Enclosure of Vertical Openings:

- a. All interior stairways shall be enclosed except as hereinafter provided:
  - (1) Not required where the stairway serves only one adjacent floor and additional exit facilities, such as fire escapes are provided, which lead directly to the outside.
  - (2) Not required where every guest room has direct access to an exterior exit without passing through any public corridor.
  - (3) Not required if automatic sprinkler protection is provided for all portions of the building except bedrooms, apartments and rooms accessory thereto.
  - (4) Up to three unenclosed communicating floor levels may be permitted where
    - (a) At least half the required exits lead directly to the outside, and
    - (b) all stairways and corridors are one hour protected or the building equipped with an automatic sprinkler system.
- b. The stairways need not be enclosed in a continuous shaft if cut off at each story and do not serve as required exits.
- c. Any required exit stair which is so located that it is necessary to pass through the lobby or other open space to reach the outside of the building shall be continuously enclosed down to the lobby level and the lobby separated from the basement, other hazardous areas, and other occupancies.
- d. All inside refuse and laundry chutes shall be enclosed and provided with a sprinkler head in the top.
- e. All other vertical openings, such as ramps, elevators, dumb waiters, etc., shall be enclosed as required for stairs.
- f. All required enclosures shall have a fire resistance rating of at least one-half hour and all glass shall be wire-glass in metal frames. Doors shall be solid-core or non-combustible.
- g. Areas used for storage, heating equipment or other purposes other than hotel occupancy open to the public shall have no unprotected openings to areas used for hotel purposes. The heating and storage areas shall be separated from the corridors and upper floors by a minimum of one hour fire separation.

2. Exits:

- a. Definition--An exit, as required by these regulations, shall mean a door leading directly to the outside, a horizontal passageway to a separate building or section of the same building separated by a fire wall, an interior stairway, or outside fire escape accessible directly from the corridor without passing through intervening rooms.
- b. Not less than two exits, remote from each other, shall be accessible from every floor, including basements occupied for public purposes.
- c. Exits shall be so arranged that it is possible to go in either direction from any point in a corridor with no dead-ends exceeding 35 feet.

3. Exit Doors:

- a. Shall be openable from the inside without the use of keys or special knowledge and shall be a minimum of 22 inches in width.
- b. Exit doors serving an occupancy of 50 or more shall open outward.
- c. Corridors, serving as exit access, shall be free of obstructions, sufficiently wide to provide easy egress, and shall be a minimum of 22 inches in width.

4. Exit Lighting:

- a. Every required exit from public hallways shall be marked with an illuminated exit sign and where exits are not visible from every point in a hallway, illuminated signs shall be provided to indicate the direction to exits.
- b. Emergency lighting shall be provided in all corridors above the first floor in hotels having 25 or more guest rooms.

5. Fire Doors & Doors in Vertical Enclosures:

- a. Shall be equipped with automatic closers. Shall be kept closed at all times unless provided with approved heat or smoke activated hold-open devices.

6. Fire Alarms:

- a. All hotels two or more stories in height occupied at night by ten or more persons, unless each unit has its own exit directly to the outside, shall be provided with an approved manual fire alarm system, which shall consist of an audible warning device and at least one manual control on each floor. Operating any one control shall activate all warning devices. Systems shall be maintained in operating condition at all times and periodic tests shall be made and recorded for reference.
- b. Fire emergency instruction shall be printed and provided for each guest room.

7. Fire Extinguishers:

- a. At least one 2½ gallon water-type extinguisher shall be provided on each floor, accessible to guests.
- b. Additional extinguishers shall be provided as required, for special hazards or large floor areas.
- c. Extinguishing devices are to be approved by the State Fire Marshall.

8. Protection of Guest Rooms:

- a. All transoms and openings other than doors shall be permanently closed and covered with a material having a fire resistance at least equal to the walls but in no case less than one-half hour.
- b. Where stairs are enclosed or vertical separation provided, ventilating louvers are permitted in the lower half of guest room doors.
- c. Where not required to be one-hour rated, guest room doors shall be in good repair and close fitting.

9. Separation:

- a. Other occupancies, not incidental to the hotel, shall be separated by fire-resistive construction and all openings suitably protected in conformance with the existing construction and severity of the hazard.
- b. Combustible or explosive compounds shall not be stored or used in any area or manner which is likely to create a hazard.

10. Alternates:

- a. In unusual or unique situations, where compliance with these regulations cannot possibly be met for other than financial reasons, automatic detection or extinguishing systems may be allowed in lieu thereof, but only upon proper application and approval of both the local fire authority and the State Fire Marshal, and only to the extent that a reasonable degree of life safety can be maintained.

P. Disease Control

- 1. No employee with any disease in a communicable form, or who is a carrier of such disease shall work in a hotel, motel or tourist home in any capacity which brings him into contact with the production, handling, storage or transportation of foods, water, beverages, ice, equipment, mattresses, bedding, bathroom furnishings, room furnishings, fixtures, lavatory supplies or any other articles used by the guest in the operation of such an establishment. No operator shall knowingly employ in any capacity any person suspected of or having any disease in a communicable form or of being a carrier

of such disease. Any employee who has a discharging or infected wound, sore, or lesion on hands, arms or any other part of the body shall be excluded from the operations which will bring him or her into contact with any of the above articles used by guests in the operation of a hotel or motel.

2. Any operator among whose employees there occurs a communicable disease, or who suspects any employee of having contacted any disease in a communicable form or has become a carrier of such disease, shall notify the health officer immediately.
3. Procedure when infection is suspected.
  - a. When suspicion arises as to the possibility of transmission of infection from any employee, the health authority is authorized to require any or all of the following measures:
    - (1) The immediate exclusion of the employee from all hotels, motels, and tourist homes.
    - (2) The immediate closing of the hotel, motel, or tourist home operation concerned until in the opinion of the health authority, no further danger of disease exists.
    - (3) Adequate medical examinations of the employee and of his associates, with such laboratory examinations as may be indicated.
4. Every room after being occupied by anyone known to be suffering from any communicable disease shall be thoroughly disinfected as prescribed by the State Department of Health Regulations governing the control of communicable disease in Montana.

#### Q. Toxic Materials

1. Insecticides and other toxic substances are to be approved by the health authority prior to use. Application shall be in accordance with appropriate standards and in such concentration so as not to affect the health of those exposed.
2. Complete records of pesticide use shall be maintained and shall include the kind of pesticide, use concentration, and rate of application, dates of application, and name of person applying the pesticide. This same information is necessary when commercial applicators are used.

#### R. Accidents and Hazards

1. Each person shall maintain the premises free of conditions which could cause accidents and other hazardous situations. Such conditions shall include but not be limited to faulty electrical systems and appliances, torn, jagged or splintered floors and walls, weakened sub-floors, deteriorated foundations or chimneys, sharp cutting or penetrating objects, the danger of scalding or other sources of burning, the uncontrolled use and storage of toxic materials, loose hand rails, faulty heating systems, loose or deteriorated fire escapes, unprotected swimming pools, exposed gears, pulleys and belts, presence of filth

or putrid matter, elevators, escalators, dumbwaiters and shafts, storage of combustible materials, worn or unsafe stairway treads or risers, slipping and/or falling. Where specified, correction of the above shall be in accordance with the safety provisions of the Workmen's Compensation Law of the Montana Industrial Accident Board.

S. Elevators, Escalators, and Dumbwaiters

1. All elevators, and escalators used for transporting passengers and/or freight shall be maintained safe and shall be inspected annually by a qualified inspector.
2. All elevators used for transporting freight shall be operated by an employee.
3. All elevators and dumbwaiters shall be kept clean and in good repair.
4. All passenger elevators shall be of the enclosed type.
5. Blocking or making switches, door or gate contacts inoperative is prohibited.
6. All elevators shall be designed to be operable only when the doors or gates are closed.
7. Employees who have suspicion or have knowledge that an elevator is faulty shall report such condition to the employer and such elevator shall be taken out of service until such condition is found and corrected.

T. Refuse Handling

1. The storage, collection and disposal of refuse at a hotel, motel, or tourist home shall be so conducted as to create no health hazards, rodent harborage, insect breeding areas, accident or fire hazards, air pollution or sanitation problems.
2. All refuse shall be stored in washable, rodent proof, tight containers with secured lids. Containers shall be provided in sufficient number and capacity to properly store all refuse between collections.
3. Refuse collection racks or storage facilities shall be provided for all refuse containers, designed so as to prevent containers from being tipped.

